



## FOREST SERVICE MANUAL

RUSSELLVILLE, AR

### FSM 1600 – INFORMATION SERVICES

#### CHAPTER 1630 – PUBLICATIONS

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Forest Supervisor

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**Posting Instructions:** This is a technical supplement that converts the format and style of this FSM title from Applixware to the current corporate word processing application. Since this supplement replaces all text except Interim Directives (ID's), do not check for the last transmittal received for this title; instead place this transmittal sheet at the front of the title. DO NOT remove ID's when posting this supplement. ID's are not being reformatted at this time.

<b>New Document(s):</b>	1630	2 Pages
<b>Superseded Document(s):</b> (Last supplement was 1100-92-1.)	1630	2 Pages

**Digest:** Insert digest information here

1600	<p>The entire supplement text has been reformatted and replaced, so that the supplement text on the Service-wide Directives Home Page in the Forest Service Web/Intranet (<a href="http://fsweb.wo.fs.fed.us/directives/index.html">http://fsweb.wo.fs.fed.us/directives/index.html</a>) corresponds with the supplement text on the Forest Service Directives Home Page in the Forest Service World Wide Web/Internet (<a href="http://www.fs.fed.us/im/directives">http://www.fs.fed.us/im/directives</a>).</p> <p>Although some minor typographical and technical errors have been corrected, substantive direction has not been changed.</p>
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**FSM 1600 – INFORMATION SERVICES  
1630 - PUBLICATIONS**

**1632 - PUBLICATIONS MANAGEMENT**

**1632.3 - News Releases.** Ranger Districts normally are encouraged to issue news releases dealing with activities in their zone of influence. Occasionally, specific unit activities will have state or regional significance.

When statewide or regional distribution of formal news releases are deemed necessary, by unit administrator, these procedures will be followed:

1. Unit Administrators will prepare the original release.
2. The release will be forwarded to the appropriate staff function in the Supervisor's Office for review. The appropriate staff function will be determined by the news release subject matter, i.e., Recreation, Timber, Lands, Wildlife, etc.
3. After review by the appropriate staff officer, the release will be sent to the Public Affairs Staff Officer for final editing and distribution.

On-the-ground contacts made by newsmen, with specific units, will be handled at the discretion of Unit Administrators. To expedite issuance of releases requiring immediate attention, the procedures outlined above may be handled by phone.

Formal news releases originating in the Forest Supervisor's Office will be handled using these procedures:

1. The staff function initiating the release will prepare a draft copy of the news article and the responsible staff officer will initial the draft approval.
2. Initiated draft copies will be routed to the Public Affairs Staff Officer for review and editing. The Public Affairs Staff Officer will initial the draft copy and route it to the Forest Supervisor or Acting for approval.
3. The Forest Supervisor or Acting will, subject to approval, return to the Public Affairs Staff Officer for distribution.